

WORKPLAN DEVELOPMENT (January 2000)
NMFS Northeast EEO and Diversity Advisory Committee
ADMINISTRATIVE STANDING COMMITTEE

TITLE OF ISSUE: The current EEO Advisory Committee bylaws do not accurately reflect the new EEO and Diversity Advisory Committee (EEODAC) structure and goals.

PROPOSED SOLUTION: The Administrative standing committee will review and edit the EEO Advisory Committee by-laws and Memorandum of Understanding (MOU) and amend them to fit the current responsibilities and goals of the newly formed EEO and Diversity Advisory Committee (see attached).

ACTION AND TARGET DATES: Edit by-laws and MOU and distribute by EMAIL to all committee members for comment before the February 2, 2000 teleconference meeting. After final review and signature of approval by EEODAC Chairperson, send re-written by-laws to Deputy Regional Administrator, NER and Deputy Science and Research Director, NEFSC for approval signature by February 28, 2000. Approved MOU will be signed by each Committee member, his/her Immediate Supervisor and EEODAC Chairman by February 28, 2000.

COMMITTEE MEMBERS: Janeen Quintal (Chair), Russ Brown, Ingo Flemmng, Chris Martin, Dan O'Brien

COST: None

Approved:

Date:

Disapproved:

Date:

Let's Discuss:

Date:

(COMPLETED)

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ADMINISTRATIVE STANDING COMMITTEE

ISSUE: NMFS Northeast EEODAC needs a roster of all its members.

PROPOSED SOLUTION: Administrative standing committee will establish a listing of all member names, geographic addresses, Email addresses, telephone numbers, government agency/office, EEODAC standing committee membership and membership term expiration dates.

ACTION AND TARGET DATES: Roster to be finalized at February 2, 2000 teleconference meeting and final list will be emailed to all members by February 28, 2000.

COMMITTEE MEMBERS: Janeen Quintal (Chair), Russ Brown, Ingo Flemming, Chris Martin Dan O'Brien.

COST: None

Approved:	Date:
Disapproved:	Date:
Let's Discuss:	Date:

(COMPLETED)

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ADMINISTRATIVE STANDING COMMITTEE

TITLE OF ISSUE: NMFS employees need to be made aware of the issues and activities of the Northeast's EEODAC.

PROPOSED SOLUTION: The Administrative standing committee will create and maintain a regional EEODAC website to provide information concerning EEO and Diversity activities. The website can be found on the NMFS homepage

ACTION AND TARGET DATES:

Establish a homepage as soon as possible and update on a monthly basis. Publicize updates via email and Bulletin board and periodically solicit input for webpage content.

COMMITTEE MEMBERS: Janeen Quintal (Chair), Russ Brown, Ingo Flemming, Chris Martin, Dan O'Brien.

COST: None

Approved:	Date:
Disapproved:	Date:
Let's discuss:	Date:

(In Review)

